

## **WILSHAMSTEAD PARISH COUNCIL**

### **Minutes of the Full Council Meeting held remotely on Tuesday 25<sup>th</sup> August 2020 at 7.00pm**

**PRESENT:** Nigel Jacobs (Chair), Eric Benton, Marc Frost, Richard Draycott, Geoff Odell, Lizzie Barnicoat (Clerk), and no members of the public.

**1. WELCOME AND APOLOGIES FOR ABSENCE:**

The Chair welcomed all attendees, setting the expectations for an online virtual meeting and outlining how to keep the meeting efficient. There were apologies for absence received from James Carroll, Mark Brooks.

**2. DECLARATION OF INTEREST FOR THE MEETING:**

There were no declarations of interest received for the meeting.

**3. OPEN FORUM:**

No public statements received.

**4. FINANCE:**

**a) Internal audit report** – the internal auditors report had been circulated to all Councillors, there were no matters arising it was noted, Councillors were in agreement to accept the report.

**b) To review and agree Annual Return** – the supporting information had been circulated to all Councillors ahead of the meeting, including the full financial spreadsheet for the financial year 2019/20, bank reconciliation, receipts and payments overview, asset register, internal audit control documents, bank statements and the Annual Return. Councillor questions were welcomed, these included the management of unpresented cheques and the recording of the bond account interest payments. It was asked that the bank reconciliation was updated to include the bond account interest received on 31<sup>st</sup> March, and the revised Annual Return figure to be inserted. These documents to be updated and circulated to Councillors.

**Action 8.01: Clerk**

It was unanimously resolved by the full Council to approve Section 1 and Section 2 of the Annual Return. The document to be signed appropriately and submitted to the external auditor.

**Action 8.02: NJ/EB/Clerk**

**5. CLOSE OF MEETING**

NJ to liaise with BATPC and to seek guidance on NALC recent communications about Parish Council meetings holding physical meetings.

**Action 8.03: NJ**

Chair closed the meeting at 7.45pm